

Executive  
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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

20 September 1948

MEMORANDUM TO: Asst. Director for Reports and Estimates  
Asst. Director for Collection and Dissemination  
Asst. Director for Operations  
Asst. Director for Special Operations  
Asst. Director for Policy Coordination  
Executive for Inspection and Security  
Executive for Administration and Management  
Chief, Interdepartmental Coord. and Planning Staff  
General Counsel  
Chief, Advisory Council  
Chief, Services Branch, A&M

SUBJECT: Space Readjustment of CIA

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[ ] is designated as the personal representative of the Executive Director to supervise all details in connection with the forthcoming readjustment of space, and movements in connection therewith, of CIA activities.

[ ]

Captain, USN  
Executive Director

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cc: [ ]

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Date: 31/03/78 By: [ ]

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24 August 1948

MEMORANDUM TO: Assistant Director for Collection and Dissemination  
Assistant Director for Reports and Estimates  
Assistant Director for Operations  
Assistant Director for Special Operations  
Executive for Administration and Management

SUBJECT: Space

1. Current and projected expansion and planned organizational changes require a complete resurvey of space requirements for CIA activities and possibly some major movement of activities.

2. To insure that all needs are adequately considered, a CIA Space Board is appointed consisting of members listed below to recommend to the Director the most efficient use of available space both for current and future approved needs:

Members of the Board

Asst. Director for Collection and Diss. -- Chairman  
Deputy Asst. Director for Reports and Est. -- Member  
Deputy Asst. Director for Operations -- Member  
Deputy Asst. Director for Special Operations -- Member  
[redacted] -- Services Member and Recorder

3. The report of the board will be submitted to the Director on or before 6 September 1948. Prior report will be made if possible as space adjustment is urgent in some cases.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

[redacted]  
Captain, USN  
Executive Director

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